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545

15 January 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

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1. GENERAL

Mr. [REDACTED] special member of the Office of Logistics Training Committee, attended a meeting of that committee on Monday of this week. Mr. Blake has directed the committee to make plans for an internal Office of Logistics Training Course - apparently it will be an orientation on office wide logistics functions and procedures.

2. SPECIAL TYPEWRITING CLASS FOR CRS PERSONNEL

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Mrs. [REDACTED] conducted a special typewriting class for clerical personnel from the Central Reference Service. This course was conducted from 9 November 1970 through 18 December 1970 (six weeks). It was held in the Ames Building because it was impossible to secure training space at Headquarters. The nine trainees who were enrolled completed the course. Of this number two met Agency qualifications in typewriting at the termination of the program.

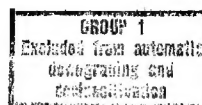
B. MANAGEMENT TRAINING

1. GENERAL

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Management Training Faculty learned through the Office of Logistics Training Officer, [REDACTED] that as a result of a Printing Services Division requirement, OL is considering placing a request with OTR to provide a short (2-3 hour) special seminar on Fitness Reports.

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2. MEDC

On 13 January 1971 General Cushman gave a very fine welcoming address to the members of Midcareer Course #27. In addition to touching on the current status of the intelligence gathering effort, he delineated the objectives of the course; was complimentary about previous classes; and held out hope for a bright future for all participants. There are thirty-four students in the class, ranging in grade from GS-12 through GS-15 (one) with a mean age of about 39 years.

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Chief, Support School, TR

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